

AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

	Publication No. 76—RM—1 s and History, Records Ma Section.			
* FOR AGENCY USE	1. Agency Address		FOR RECOR	DS MANAGEMENT USE
collegion Date	Department of E	ducation	Application Num	ber A
	Office of Admin	istrative Service	s 79-	203-A
splication Number	Fiscal Services	•	Date Received	Date Completed
	Grents Manageme <u>Atlanta, GA</u> 30		FEB 7 198	33 FEB 2 8 1983
Percen to Contact	•	Working Title		Telephone Number
Jack Ri	chardson	Grants Admi	nistrator	<u>656=2441</u>
8. Action Requested		V		. •
	Schedule; record will continuccumulation; no further accur No. 79-203 Chec		Supercede: Void	
. Dates of Series	5. Records Series Title (fol			
arliest Latest			T.	
1972 To Date	APEG Paym	ents System Files		
. Division and Office Function	What is the function	of the Division and the	Office in which this recor	d series is created?
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•		•	•	•
	220 0212207			
	NO CHANGE	•		
			•	•
		t V		
Record Series Description	This file contains the follo Attach samples of the file	wing documents (includ	form numbers and titles	, if aṇy):
Documents relating to?	NO CHÂNGE	• • • • • • • • • • • • • • • • • • •		
	R1 (APEG Grants & Ot em); <u>ADD</u> : EDAPO080-R1			
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File is arranged:	NO CHANGE			
, 110 12 C.	NO CHANGE	•	₹.	
3. Monthly Reference Rate	How often are records	referred to which are:	7.7 -	<u> </u>
				conths old
One to six months old twenty-five months and old	er?	ا ومساورستان والتاران	initiaen to twenty-rout ii	· · · · · · · · · · · · · · · · · · ·
9. Annual Rate of Accumulati				
Letter-size drawers	; Legal-size drawers	; Shelves	; Other (specify)	
/^	u. Fr. / Hon.			

(Over)

YES	NO	10. Questionnaire	(Place an "X	" in the proper co	lumo)			
	a. Is this the official copy of the series?							
		If not, where is it?						
	b. Does the series contain confidential information requiring security handling? If yes, gite law or regulation.							
		c. Is this a vital r						<u> </u>
				or long term resea				
		e. When one or t	wo documents is	n the file make it p	necessary to	keep the entire file for a long period	, could the	ese 💉
			scheduled separation contained in			16 years and a second		
		o. Is the informa	tion contained is	n this series over a	aghtad ag	of ves attach copy.		٨
		g. Is the information contained in this series over analyzed and/or recorded in a summarized report? If yes, attach copy.						
		h. Is there a dup If yes, where?	. Is there a duplication of this series in your office, or in another office or agency?					
			ries (or a major portion of it) regularly microfilmed?					
		_i_i_oes the reco	rd series result in	a computer print	out?			
11. Re	etent	on Requirements		following require		to be kept:		
		e Law	•	years	d.	Audit period	· · · · · · · · · · · · · · · · · · ·	years.
		ute of limitation		years.	=			years.
Ç.	rec	eral law		years,	f.	Federal retention instructions		years.
A	ttach	conv or excernt of	laws or regulatio	ns Evolaiti ulmin	intentivo mo	ed		
· · · ·		оор, от опоск р т от	idiio or regulatio	Exploit acitiiii	ijstrative rie	ed.	r . O-	-
		ূRecords are	needed to	administer t	he APEG	payments to local school	systems	•
		,		•				
		-1 M: 5 -11: -1						
12. A	DOLGA	ed Disposition Inst				e file series be cut off at the end of ea	•	No.
				Calendar Year; 🛭	Fiscal Yea	ir; 🗆 Other		_then,
9	Hol	d in the current file	s area	_ month(s)	1/025	/e\· than		
	Trai	sfer to local holdi	ng area, hold	year(s);	then	(3), [1161]		
	Trai	nsfer to State Reco	rds Center; hold	уезг	r(s); then	•		
4	Des	troy. Isfer to State Arch						
		isier to State Arch er <i>(Specify)</i>	ives for permane	nt retention,	1			
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•	• ••	A11 EDAP00:	35-R1 and R2	reports and	l all EDA	APO080-R1 reports except J	une rep	ort:
		Hold in cu	rrent files	area one (1)	year; t	the transfer to State Reco	rds Cen	ter;
	•	hold for to	wo (2) years	; then destr	oy.			•
	June EDAP0080-R1 reports: Hold in current files area two (2) years; then transfer							
	1 :) years; then destroy.	chen c	Tallater
			<u>^</u>				, C .	
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71	haaa :	naturationa nombre						
1'	11636 1	nstructions apply t	o ali prior and it	iture accomulatio	ns of the se	ries.		
Agenci	y Hea	d/Designee (Signa	nture)	Date	Records N	Management Officer (Signature)		Date
1	hu	U. Barker	la i	2/4/83	Wal	ker L. Baumard	ner	2/4/83
1		and the control of th	1	· · · · · · · · · · · · · · · · · · ·	St	tate Records Committee (Signature)		Date
		lations in para-				. 1	<u>-</u>	
-		approved.		tor/Designee	no	-A Jul		1-22-83
of expl	-	ved, attach letter on.)	Secretary of	State/Designee	4111	ud Weldon	17	UKK2
· # 15		•			Const	~~~	<u> </u>	111/3
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APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Department of Archive Attention: Scheduling S	Publication No. 76—RM—1 for instructions on completi s and History, Records Management Division, 330 Calection.	ing this form. Forward significal Avenue, Atlanta, (oned original to		
approximately and the second s	professional and the control of the second control of the control	and the second of the second o	and the second s		
FOR AGENCY USE Application Date	1. Agency Address State Department of Education Office of Administrative Services	FOR RECORDS Application Number	FOR RECORDS MANAGEMENT USE Application Number		
	Fiscal Services Division	/9-7	103 ·		
Application Number	Grants Management Section 109 State Office Building Atlanta, Georgia 30334	Date Received OCT 1 2 1979	Date Completed		
2. Person to Contact Jack Richardson	Working Title Grants Admini	strator	Telephone Number 656-2441		
b. 🖒 Dispose of present ac	Schedule; record will continue to accumulate. cumulation; no further accumulation anticipated. lo Check One: ☐ Change; ☐ Sup 5. Records Series Title (followed by title used in office;				
1972 To Date	Local System Monthly Allotment Prin	tout Files (AP035)		
6. Division and Office Function	What is the function of the Division and the Offic	on in which this record on	en en anne au la mara		
both federal and st contracts; provides program; provides s	ent Section coordinates the administrate, between the department and local forms management services; administer systems and procedures services; and coordinates with the Department of the services.	units of educations the records mayordinates deliver	n; develops nagement y of		
7. Record Series Description	This file contains the following documents (include for Attach samples of the file.	m numbers and titles, if a	ny):		
	ocating monthly APEG (Adequate Program orgia Code 32-6A) grants to local schoo		Georgia Act,		
school sy	(formerly MI 010-01) computer printout stem number by accounting code and APO vide summary of total APEG grants by sc	35-02 computer pr	int-outs,		
•					
		٠	:		
system	ogically by fiscal year and month; the number.	•			
8. Monthly Reference Rate	How often are records referred to which are:	and the second of the second o	The second of th		
One to six months old3 twenty-five months and older	30; Seven to twelve months old15; Thirte				
9. Annual Rate of Accumulation Letter-size drawers	of Records Legal-size drawers; Shelves	Other (enerify)	and the state of t		

(Over)

			The state of the s			
		nmulœ	and minimum in make the decimal sections.			
	ial copy of the series?	•				
THE PARTY OF THE P	(IX					
b. Does the series	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.					
X C. Is this a vital re						
		earch value?	alenger - 1911 			
• When one or he	o documents in the file make it	necessary to keep the entire file for a long period, o	room with moreous new wom <u>ens</u> webs.			
X f. Is the informati	ion contained in this series ever	published? If ves. attach copy.	TO STATE OF THE PARTY OF THE PA			
		analyzed and/or recorded in a summarized report?				
	opy					
h. is there a dupli	cation of this series in your office	ce, or in another office or agency?				
X If yes, where?	Accounting Services	S				
X i. Is this series (or	<u>ra maior portion of iti</u> requisriv	microfilmed?				
LA L. Does the record	d series result in a computer prin	itout?	ing the second of the second o			
11. Retention Requirements	The following require	res the series to be kept:				
a. State Law		d. Audit period	3 years.			
b. Statute of limitation	Oyears.		years.			
c. Federal law	0years.	f. Federal retention instructions	•			
C, I don't law	U ,years.	i, redei di leteritidii (uzu derionz	- Varanta years.			
A	; 					
Attach copy or excert of la	ws or regulations. Explain admi	inistrative need.				
		en la companya de la				
The state of the s		en grand de la composition della composition del				
12. Approved Disposition Instru	uctions This agency recomm	nends that the file series be cut off at the end of each	l:			
	🖼 Çalendar Year; 🗆	Fiscal Year; Other	then,			
	area month(s)	•	\$ •			
	g area; holdyear(s)		:			
	ds Center; hold2yea	r(s); then				
☑ Destroy.						
	es for permanent retention.	•				
☐ Other (Specify)	•		•			
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e in the sec	S. S. L. S.					
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i nese instructions apply to	all prior and future accumulation	ons or the series.				
4						
Agency Head/Designee (Signation	ufe) Date	Records Management Officer (Signature)	Date			
2011/11/11	- (1/	1	to a second of the second of t			
BX N. U. Laun	1 108179	Walker L. Baungardner	10-3-79			
	T -///					
Recommendations in para-		State Records Committee (Signature)	Date			
graph 12 are approved.	State Audient/Dutant	~ K \ - A	40 40 40			
(If disapproved, attach letter	State Auditor/Designee	M. A.	19-19-19			
of explanation.)	Secretary of State/Designee	Carralle Hart	10-211-2-			
	Cacretary Bi State/Designed	anace var	10-24-19			
1	Attorney General/Designee	1//////////////////////////////////////	111-11.20			
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